

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal.	
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel (Only check for on-site inspection services)	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

**BUREAU OF TRANSPORTATION PLANNING
REQUEST FOR PROPOSAL
for
LOW BID SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a proposal. The technical proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website. A separate bid sheet must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)", posted on the MDOT Request for Proposal website.

For efficiency sake, we are asking that the consultant firm provide 5 paper copies of the proposal to the MDOT project manager named in the attached scope of services. The bid sheet should be sent to the project manager in a separate, sealed envelope that is clearly marked "SEALED BID – DO NOT OPEN".

These copies must be received by noon on Friday, April 21, 2006. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Contract Administrator/Selection Specialist
Bureau of Transportation Planning
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Contract Administrator/Selection Specialist
Bureau of Transportation Planning
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be

disclosed.

If selected, the vendor should make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

The selection team will review the proposal submitted and will only open bids of vendors that meet proposal requirements. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

Michigan Department of Transportation

SCOPE OF WORK

For

PLANNING STUDY

CS 84917; JN 84386

I. PURPOSE

- The goal of this study is to determine the condition of the Ash Trees and the extent of damage to the trees as a result of the Emerald Ash Borer (EAB) existing on the Michigan Department of Transportation (MDOT) rights-of-way in the Metro Region
- To provide a database as a decision-making tool for removal, replacement or treatment of the affected ash trees.
- To conduct a two-tiered survey of MDOT Metro Region freeways and trunklines, to identify ash trees and the condition of the trees in the wake of the emerald ash borer infestation. An in-depth survey, including location, condition, size, and environmental or unique identifying factors, is to be conducted on MDOT trunklines and urban freeway sections. A "windshield survey" to identify potential hazards, safety or aesthetic issues from dying ash trees is to be conducted on rural freeway sections. The survey will include the "tagging" of trees requiring immediate or a 2006 removal.
- To provide the Michigan Department of Transportation with a database from the survey results. The database will be used for future surveying and monitoring of the ash tree situation, and should include graphics (location maps) as well as textual and numerical files. The database should highlight the tagged trees.
- To provide the MDOT Metro Region Office with a point of contact for all cities and villages located on the trunklines designated as "urban," and information on any ash tree programs the communities may have in place. The trunkline corridor communities may have survey information available; a program in place for removing and/or replacing trees; or funding for ash tree programs through grants or local monies.
- To provide the MDOT Metro Region Office with cost estimates for the removal, replacement and/or treatment of affected ash trees. Also, based on the survey observations, the consultant should provide recommendations on how to proceed with an ash tree management program.
- To provide training to the MDOT Staff in the use, maintenance and updating of the resultant data and information base as part of the department's long-term commitment for programming and prioritizing vegetation management on trunk line corridors in the Metro Region.

The survey and resulting data will be used by the Metro Region to establish priorities and target funding for the removal of ash trees in the four-county area (Wayne, Oakland, Macomb and St. Clair) of Southeast Michigan. The survey and data work is to be completed within six months, or by December 31, 2006.

MDOT PROJECT MANAGER:

Jeffrey A. Edwards, Transportation Planner
Michigan Department of Transportation
18101 W. Nine Mile Road
Southfield, Michigan 48075
(248) 483-5114

II. BACKGROUND

The Michigan Department of Transportation Metro Region serves four counties in Southeast Michigan. They include Wayne, Oakland, Macomb and St. Clair counties. These four counties encompass 161 cities and townships, including the City of Detroit, that are served by state trunklines. The state's largest population and the oldest and busiest freeways are within the Metro Region. Forty-three percent of the Vehicle Miles Traveled (VMT) on Michigan's freeway system occurs in this region. The Metro Region has more than 1,400 miles of trunkline roadway.

The Region also is under an ash tree quarantine due to the infestation of the emerald ash borer. The EAB (*Agrilus planipennis* Fairmaire) is an exotic beetle that was discovered in Southeast Michigan, near Detroit, in the summer of 2002. The adult beetles nibble on ash foliage, but cause little damage. The larvae, however, feed on the inner bark of the tree, disrupting the tree's ability to transport water and nutrients. (For additional information on the ash borer infestation, visit the following web sites: www.emeraldashborer.info and www.na.fs.fed.us/spfo/eab/.)

Since its discovery, EAB has killed an estimated 10 million ash trees in Michigan, Ohio and Indiana, although most of the devastation has occurred in Southeast Michigan. The quarantine prohibits the transportation of ash trees and ash logs and firewood from outside of the area.

The ash tree has been a favorite shade tree selection in Michigan for landscape designers. The tree has flourished in the Region and is commonly found within MDOT rights-of-way. MDOT is concerned about safety, aesthetics, removal, replacement and funding regarding the dead and dying trees within the rights-of-way. The survey will provide information to MDOT regarding the extent of the EAB problem within rights-of-way.

III. DETAILED SCOPE OF WORK

The study includes five major components, which will be produced concurrently by the selected consultant. The first component, described in Section A, below, is a survey of ash trees within Metro Region rights-of-way. The survey will provide guidance to MDOT's Metro Region on the extent of the EAB problem and for removal of trees.

The second major component, described in Section B, below, is formulation of a database based on the collected survey data. MDOT will maintain the completed database for ash tree removal in future years.

The third major component is the provision of contact information and the status of existing ash tree programs and funding at the local level, described in Section C below.

Estimation of tree removal costs and recommendations for managing the ash tree problem make up the fourth major component of the project, and are described in Section D, below. The cost estimates will assist MDOT in allocating funds for ash tree removals.

Section E below requires consultants to provide training for the MDOT staff so that the data and information based may be maintained and updated.

Deliverables for all portions of the study are outlined in Section F.

A. Michigan Department of Transportation Trunkline Rights-of-Way in the Metro Region (Wayne, Oakland, Macomb and St. Clair Counties)

Metro Region Ash Tree Survey

1. Objective

The objective of the survey is to identify the location and related information in the vicinity of ash trees within MDOT rights-of-way in the Metro Region. The survey data will be used by the Metro Region to establish priorities and target funding for the removal, replacement or preservation of the trees, which are being devastated by the emerald ash borer.

2. Work Plan

a. Inventory

- (1) Meet with Michigan Department of Transportation Metro Region and Lansing staff. Obtain trunkline and rights-of-way maps for the Region; available landscape plans that include ash trees; historic district information; and other information compiled by the Department on the EAB infestation and ash tree removal/replacement/preservation. The Metro Region will designate the following two tiers of roadways for the selected consultant: 1) The urban freeways and trunklines (M-routes, U.S. highways and some undesignated corridors) where detailed survey work is necessary; and 2) The rural freeway sections where a "windshield survey" is required to determine only hazardous or unsightly ash trees. It is estimated that of the Region's 1,400 miles of roadway, about 1,260 miles will require the detailed survey work, and about 140 will require a windshield survey. (Prior to the start of survey work, it is anticipated that urban-designated trunkline mileage will be adjusted downward, due to roadways of rural character within the urban areas that will not require a detailed survey. See the map associated with this document for more information.)
- (2) Secure any additional aerial photography or images from SEMCOG or county sources that are needed for the chosen survey methodology.
- (3) Contact community law enforcement officials to notify them of the

survey.

b. Conduct the Ash Tree Survey

- (1) **For urban trunklines and freeways:** Survey MDOT rights-of-way to identify and locate ash trees. Gather information on tree location; size of tree; current condition of tree or infestation; jurisdiction or community; unique or identifying features; nearby billboards; hazard potential (safety); and adjacent land use factors, such as aesthetic, environmental, historical or land use issues. Consultants also are to identify areas of significant soil erosion. Consultants should feel free to suggest other requirements and problems we may have overlooked. Other tree species that are in a significant state of dying, or are dead, should be identified as well.

During the survey in the field, ash trees and other trees requiring immediate removal or removal in 2007 should be "tagged" by the consultant and noted in the database information. The consultant may propose the best method for evaluating and tagging the trees. The consultant also should provide digital photographs for trees or areas that warrant additional consideration for factors such as safety, environment, erosion, etc.

The consultant is required to use global positioning system (GPS) technology in conjunction with geographic information system (GIS) technology in the field to conduct the survey. The location of each tree must be identified by latitude and longitude (decimal degrees) within a tolerance of plus or minus 5 meters. The resulting data from the survey must be provided to MDOT in standard digital format (such as dBASE, Excel, Shape, comma delimited text, or other common format) and on digital maps or aerials.

A multi-disciplined project team of professionals is required. The team should include demonstrated experience and recognized expertise (through registration and/or certification) in forestry, horticulture, landscape architecture, urban and/or regional planning, GPS technology, etc. The expertise is necessary to not only perform the requested survey, but to make professional judgments and recommendations for treatments, mitigation and removals as part of a long-term vegetation management program.

- (2) **For designated rural freeway sections:** Conduct a survey from a vehicle to identify only those ash trees, and other trees as well, that pose a safety hazard or are unsightly. Trees that are in need of immediate removal, or removal in 2007, should be tagged and noted in the database.

B. Michigan Department of Transportation Trunkline Rights-of-Way in the Metro Region (Wayne, Oakland, Macomb and St. Clair Counties)

Metro Region Ash Tree Database

1. Objective

The purpose of the database is for the continuous monitoring and updating of the ash tree problem in the Region's rights-of-way, and for planning and prioritizing tree removals, replacements and/or preservation efforts.

The consultant is to provide the survey data in an electronic format that includes textual, numerical and graphic (map) information. The format must be flexible for updating and revising by MDOT in future years.

2. Work Plan

a. Prepare Database

- (1) Place the survey data on tree locations, condition, size, etc., into an understandable, easy-to-use and commonplace electronic format, such as Microsoft Excel, Access, etc. The data should be organized by trunkline designations (M-1, U.S. 24, etc.) and should provide a clear indication of the priorities for tree removal, particularly tagged trees.
- (2) Prepare maps or aerials that designate the ash tree locations. A specific tree identifier, most likely a numbering system, must correspond to the database information. Tagged trees should be clearly indicated. The use of color-coding and/or symbols is requested to denote tree conditions, land use information, etc. In the proposal, the consultant must recommend a scale or methodology for denoting the condition of the ash trees.
- (3) For monitoring purposes and for immediate access to database information, MDOT requests the consultant provide web-based storage of the data that is accessible at all times to the Metro Region Staff.

C. Michigan Department of Transportation Trunkline Rights-of-Way in the Metro Region (Wayne, Oakland, Macomb and St. Clair Counties)

Metro Region Community Contacts

1. Objective

The objectives of this task are to provide information to the Metro Region Office regarding any existing ash tree surveys, programs or funding in place at the local level, and to provide the Region with points of contact for the communities, for future reference.

2. Work Plan

a. Contact Communities

- (1) Contact by telephone all cities and villages located on the urban-

designated trunklines (not including freeways or "rural" trunklines).
Gather the following information from the cities and villages:

- Name and contact information for the local official(s) handling the ash tree problem.
- Whether the community has an ash tree program in place.
- Whether the community has any survey information on ash trees in MDOT rights-of-way.
- Whether the community has any funding in place for ash tree removals and/or replacements.

MDOT will provide the consultant with initial contact information for many of the local communities.

D. Michigan Department of Transportation Trunkline Rights-of-Way in the Metro Region (Wayne, Oakland, Macomb and St. Clair Counties)

Metro Region Ash Tree Removal and Disposal Cost Estimates, and Recommendations for Ash Tree Management

1. Objective

Cost estimates for tree removals, preservation and replacement will guide the allocation of federal, state and local funds toward the EAB/ash tree problem in future years.

2. Work Plan

a. Prepare a Per Tree Cost Estimate for Removal

- (1) Develop some general cost estimates for the removal and disposal for single trees. A matrix should be provided that shows costs relating to the size of the tree, distance to the disposal sites, etc. This information will provide MDOT with some cost guidance when requests are received for tree removals. Cost estimates should be based on cost structures and information provided on the Michigan Department of Agriculture web site (www.michigan.gov/mda).

b. Prepare Total Cost Estimates for Tree Removal, Preservation and Replacement

- (1) Based on the survey results, prepare general cost estimates for tree removals. These estimates will allow the Metro Region to allocate adequate funding toward the EAB/ash tree problem.

c. Prepare Recommendations for Ash Tree Management

- (1) Based on the database and observations in the field, and using the assembled expertise, prepare an ash tree management plan for the Metro Region. The plan should include recommendations on how to proceed

with removals, preservation efforts and replacements over the next five years. This information should be included in the same report with the cost estimates.

E. Michigan Department of Transportation Trunkline Rights-of-Way in the Metro Region (Wayne, Oakland, Macomb and St. Clair Counties)

Training of Region Staff in Use of Database

1. Objective

A training program is requested to prepare the Region Staff in the use, updating and maintenance of the database.

2. Work Plan

a. Training of Region Staff

Train 2 to 4 Region Staff members in the operation of the database software in order that the database can be maintained and updated by the Region following the survey.

b. Preparation of a Database Manual

Prepare a brief manual or outline of procedures for using, maintaining and updating the database.

F. Deliverables

Following are the deliverables for the survey, database, community information, cost estimates/recommendations and training.

1. Metro Region Ash Tree Survey

- a. All ash trees in the Metro Region that require immediate or 2007 removal will be tagged by the consultant. All other survey deliverables, such as information on location, size, etc., are included below as a part of the database deliverables. The survey is to be completed within six months of authorization to proceed, unless justification is provided for additional time.

2. Metro Region Ash Tree Database

- a. Five copies on compact discs of the ash tree database for the Metro Region, to be completed within six months of authorization to proceed, unless justification is provided for additional time.
- b. Five copies on compacts discs of the maps/aerials showing tree locations in the Metro Region, The survey is to be completed within six months of

authorization to proceed, unless justification is provided for additional time.

- c. Web-based access to the data during compilation of the database.

3. **Metro Region Community Contacts**

- a. Brief report on community contacts and ash tree programs for urban cities and villages, within six months of authorization to proceed, unless justification is provided for additional time. Presented on regular size paper (8 ½" by 11") with the exception of maps, sketches and diagrams, which shall be on 11" by 17" paper and folded to match the regular paper. The consultant will be responsible for printing 5 reports for distribution. Five compact disc copies of the report also must be provided. Draft copies of the report should be prepared for MDOT review and revision several weeks prior to printing of the final report.

4. **Metro Region Ash Tree Removal and Disposal Cost Estimates, and Ash Tree Management Recommendations**

- a. Brief cost estimate reports, and a report on management of the ash tree problem (removals, replacements, preservation), within six months of authorization to proceed, unless justification is provided for additional time, presented on regular size paper (8 ½" by 11") with the exception of maps, sketches and diagrams, which shall be on 11" by 17" paper and folded to match the regular paper. The consultant will be responsible for printing 20 reports for distribution. Five compact disc copies of the reports also must be provided. Draft copies of the reports should be prepared for MDOT review and revision several weeks prior to printing of the final report.

5. **Database User Manual or Outline**

Provide the Region Office with two hard copies, and an electronic version, of a brief user manual or procedural outline for usage, maintenance and updating of the ash tree database.

G. Project Schedule

The scheduled completion date for this project is 12/31/2006. The consultant will prepare a monthly invoice beginning 7/30/2006. 15% of the contract amount will be paid each month during the first five months of the contract. The remaining 25% will be paid upon acceptance by MDOT of the deliverables outlined in Section F.

Month 1	15%
Month 2	15%
Month 3	15%

Month 4	15%
Month 5	15%
Final Deliverable accepted by MDOT	<u>25%</u>
Total	100%

H. Consultant Payment

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

BID SHEET

Ash Tree Study - Metro Region

PAY ITEM

The Department requests **a total dollar amount** for this study which includes the following Pay Item. Bidders should submit one lump sum for the entire project.

All entries on this page must be handwritten in ink or computer generated.

ITEMS OF WORK	QUANTITY	UNIT PRICE
<ul style="list-style-type: none">• A two-tiered survey of MDOT's trunkline right-of-way in the Metro Region (Oakland, Wayne, Macomb and St. Clair counties). Approximately 1,260 miles of the Region's 1,400 miles of roadway will require the in-depth, detailed survey, as described in the Scope of Work. The remainder, or more rural sections of roadway, will require a "windshield" survey by automobile. The survey also includes the tagging of trees for removal.• A database of the survey results, as described in the Scope of Work. The database will include the survey results in graphic as well as textual and numerical files.• A report on the points of contact for all communities located on the trunklines designated as "urban," and information on any ash tree programs the communities may have in place for removal, replacement, preservation or monitoring of the trees.• A report of recommendations for managing the ash tree infestation within the MDOT rights-of-way, including cost estimates for the removal, replacement and/or treatment of affected ash trees.• A training program for the MDOT Staff in the use, maintenance and updating of the resultant data and information base.	1	

Total Bid: _____

Consultant Name:	
Consultant Address:	
Date:	

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check "UNIT PRICE" column for omissions before entering bid total.